

MINUTES OF THE BOARD OF SELECTMEN'S MEETING
Town of Charlemont
Goodnow Town Hall

December 1, 2014
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The meeting was convened at 6:00 P.M. by Chairman Vaughn Tower. Also in attendance were Beth Bandy and David Cunningham who arrived at 6:30 P.M.

1. The Board explained to the attendees that it has been determined that using the Old High School building that is being leased by the Hawlemont Elementary School is not a viable option. The Board will be conducting a walkthrough of the second and third levels of the Town Hall looking for possible future Town space. Camille White suggested the Town purchase the Bible church on Main Street which is currently for sale. Mr. Tower explained that one idea is to build a 14' one floor extension on the west side of the Town Hall to solely hold documents. Ms Bandy stated that it is possible for the Tyler Memorial Library to move upstairs in the Town Hall as funding for Libraries might become available in 2017.
2. At 6:15 P.M. the following attendees walked through the 2nd and 3rd floors of the Goodnow Town Hall:
Joanne MacLean, Historical Society
Daniel Girard, Planning Board and Municipal Space Committee
Stephen Ferguson, Planning Board
Andrea Bernard, Librarian
Camille White, Cemetery Committee and COA
Douglas Telling, Board of Health
Vaughn Tower, Selectman
Beth Bandy, Selectman
David Cunningham, Selectman (6:30 P.M.)
3. The walk through ended at 7:05 P.M. in the Town Hall meeting room.
4. A gentleman attended the meeting to ask the Board of their feelings regarding moving forward with Wired West. The Board stated that there are many questions to be asked and answered at this time and the Board will be attending a Wired West meeting next week.
5. The Board unanimously voted, Mr. Tower – yes, Ms Bandy - yes, Mr. Cunningham- yes, to approve and sign the warrants and the 11-17-14 Selectmen's meeting minutes.
6. The Board unanimously voted, Mr. Tower – yes, Ms Bandy - yes, Mr. Cunningham- yes, to distribute holiday cards to employees and to order \$25.00 gift certificates from A. L. Avery & Son to be distributed to: Town Hall Custodian, Tax Collector/Treasurer, Executive Secretary/Town Clerk, Highway Superintendent and the 3 full time Highway employees, Secretary to the Boards.
7. The Council on Aging sent in a request asking if the Board wishes to continue the Senior Trash Bag Program in 2015. The Board unanimously voted, Mr. Tower – yes, Ms Bandy - yes, Mr. Cunningham- yes, to continue the Program as requested.
8. The Board discussed and edited a letter that will be distributed to all departments regarding budget requests. The Executive Secretary was requested to create a final draft of the letter and forward it to the Secretary to the Boards. The letter and budget requests should be sent to the various departments by the end of December.
9. The Board received a letter from the Upper Pioneer Valley Veterans' Service District. The letter listed information that will be collected by the District. The Executive Secretary was requested to collect the information as requested and send that information to the District. The Board

stated that providing a work space is not possible at this time.

10. Ms Bandy suggested re-scheduling the monthly Finance Committee meetings to the second Selectmen's meeting each month. This will give the Accountant time to submit the monthly reports. The Finance Committee meeting for December was re-scheduled to the December 15th meeting at 7:15 P.M.
11. FY 2016 Capital Items were discussed. Suggested Capital items were: workstation cubicles, construction costs to create storage space on the stairway landing. Further discussion regarding Capital Items will be held during the December 15th meeting.
12. Discussion of website policies was deferred until the December 15th meeting.
13. The Board received information from Comstar, the ambulance billing company, regarding a receivable partnership/collection agency service available to increase collections for ambulance services. The partnership is with First Financial Resources, Inc. The Board unanimously voted, Mr. Tower – yes, Ms Bandy - yes, Mr. Cunningham- yes, to join this service, to decline the collection efforts to effect a person's credit rating and to allow the service to offer a 25% settlement discount of the principal balance.
14. Administrator Search Committee members Janine Desgres, Ron Smith, Gordon Hathaway and Erwin Reynolds, Sr., attended the meeting to submit their recommendations to the Board.
15. At 7:25 P.M. the Selectmen unanimously voted, Mr. Tower – yes, Ms Bandy - yes, Mr. Cunningham- yes, to enter into Executive Session with the Committee under the Open Meeting Law exemption #8: To consider or interview applicants for employment or appointment by a preliminary screening committee if the chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants; provided, however, that this clause shall not apply to any meeting, including meetings of a preliminary screening committee, to consider and interview applicants who have passed a prior preliminary screening; with the intent to continue the open meeting once the executive session has been adjourned.
16. The open meeting was reconvened at 8:45 P.M. The Board unanimously voted, Mr. Tower – yes, Ms Bandy - yes, Mr. Cunningham- yes, to schedule a meeting on Monday, December 8, 2014 at 6:30 P.M. to conduct open interviews for the Administrator position with the candidates recommended by the Search Committee. The meeting will be held at the Hawlemont Elementary School. The Board also voted, Mr. Tower – yes, Ms Bandy - yes, Mr. Cunningham- yes, to schedule a meeting on Thursday, December 11, 2014, 6:30 P.M. at the Goodnow Town Hall to decide and announce which Administrator candidate will be offered the position.
17. The Board unanimously voted, Mr. Tower – yes, Ms Bandy - yes, Mr. Cunningham- yes, to discuss the Event policy in the month of January.
18. The Executive Secretary was requested to follow up with Town Counsel regarding their review of the Personnel Handbook.
19. The Board unanimously voted, Mr. Tower – yes, Ms Bandy - yes, Mr. Cunningham- yes, to approve for payment a bill from Kopelman & Paige.
20. The Board voted, Mr. Tower – yes, Ms Bandy - abstained, Mr. Cunningham- yes, to reimburse the Charlemont Federated Church \$1,000 from the Berkshire East Gift Account.
21. Mr. Cunningham reported that it has been determined the cost for rehabilitating the Harris Mountain Road bridge over the Mine Brook is more than FEMA has approved for reimbursement. Mr. Cunningham will contact FEMA to see if the reimbursement can be increased.
22. Ms Bandy submitted research regarding cemetery funds that was conducted by the Cemetery Committee. Copies of the research will be sent to each Board member and will be discussed

during the December 15th meeting.

23. The Board unanimously voted, Mr. Tower – yes, Ms Bandy - yes, Mr. Cunningham- yes, to schedule the next All Boards Meeting on February 2, 2015 at 7:00 P.M.. The meeting will be held at the Hawlemont Regional Elementary School.
24. Mr. Tower requested the Executive Secretary to draft a letter to the Tree Warden that requests the trees allocated to be removed at the Whipple Cemetery be completed before January, 2015.
25. Business being concluded, the meeting was adjourned at 9:15 P.M.

Respectfully submitted

Approved by
Charlemont Board of Selectmen

Kathy A. Reynolds
Executive Secretary

This document is to be considered a draft until approved and signed by the Board of Selectmen.

List of documents reviewed by the Board

Warrants
11-17-14 Selectmen's minutes
COA request regarding the Senior Trash Bag Program
Budget request letter
Upper Pioneer Valley Veterans' Service District letter
FY 2016 Capital Items request
Comstar receivable partnership/collection agency service information
Kopelman & Paige bill
Charlemont Federated Church reimbursement letter
Cemetery Committee research regarding cemetery funds